

COLWICH PARISH COUNCIL



PD011 AIMS AND VALUES

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AIMS AND VALUES

Aims and Values – PD011

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1. INTRODUCTION

- 1.1 The parish of Colwich consists of many villages within our one community of about 5,000 residents. The main villages, at the centre of the parish, are Colwich, Great Haywood and Little Haywood. Additionally, we have the communities of Bishton; Wolseley Bridge; Far Coley; Moreton and Farley Corner as well as parts of Etchinghill, on the border with Rugeley, and within Shugborough/Cannock Chase.
- 1.2 The parish of Colwich is situated to the east of Stafford on the confluent of the River Sow and River Trent. The two rivers meet by the Grade 1 listed Essex Bridge on the edge of the Grade 1 listed Shugborough house and estate, the ancestral home of Lord Lichfield. The Shugborough estate forms the western quadrant of the parish.
- 1.3 Great Haywood is also the confluent of the Staffordshire & Worcestershire Canal and the Trent & Mersey Canal which meet at Haywood Bridge. A portion of Cannock Chase Area of Outstanding Natural Beauty forms the southern quadrant of the parish.
- 1.4 The parish has two distinct conservation areas:
 - 1.4.1 Great Haywood & Shugborough (the historic centre of the village along Main Road, including both St John the Baptist RC and St Stephen CofE churches and all the Grade 1 listed Shugborough house and gardens up to the borders with Ingestre with Tixall parish and Berkswich parish).
 - 1.4.2 Colwich & Little Haywood (consisting of the historic heart of the villages including St Marys Abbey and St Michael and All Angels CofE Church).
- 1.5 Additionally, the parish has parts of the Staffordshire & Worcestershire Canal Conservation Area as well as parts of the Trent & Mersey Canal Conservation Area within its boundary.
- 1.6 The Colwich Neighbourhood Plan was adopted in 2016 as a blueprint for how residents wished the parish to evolve in the period up to 2031. The five-year period up to 2016 had seen several planning applications for over 250 additional dwellings across six developments. Following the adoption of the neighbourhood plan, we have seen a lull in the building of new housing estates across the parish. Whilst some housebuilding continues, for historic approvals, the rush for more estates has been tempered by the agreed settlement boundary, meeting the expressed desires of residents.
- 1.7 There are 3 primary schools within the parish: St John the Baptist and Anson in Great Haywood and Colwich Primary School, Colwich.
- 1.8 The West Coast mainline divides at Colwich junction with the western line going forward to Liverpool and Scotland through the 777-yard Shugborough Tunnel, with Grade II listed portals at either end. The eastern line, running along the western side of the main villages, proceeds to Manchester. The villages are bounded to the east by the A51, Lichfield Road. Beyond the A51 is primarily farmland. The A513, Lichfield Road, runs to the south of the villages meeting the A51 at Wolseley Bridge.

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2. POWERS AND DUTIES

- 2.1 Parish Councils have a number of powers and duties set out in legislation. A power is something a Council may do whereas a duty is something it must do. Unlike an individual, who can do anything unless the law prohibits the action, a parish Council cannot do anything unless there is a law to permit the action.
- 2.2 Colwich Parish Council offers a range of services across our many villages. Additional services are offered by either Stafford Borough Council or Staffordshire County Council. The three Councils work with each other but are responsible for different areas of local life. Each council has its own Councillors, staff, and budgets. Details, including contact information, for the Parish, Borough and County Councillors are available at:
www.colwichparishcouncil.gov.uk/Your_Councillors_5711.aspx
- 2.3 The Parish Council has the power to undertake tasks on behalf of the other two Councils, either under contract or through legislation. However, responsibility remains with either the Borough or County Council and any faults should be directed to them.
- 2.4 Stafford Borough Council and Staffordshire County Council prefer reports to be logged via their respective apps (available in the google and iOS app stores).
- 2.5 The areas of responsibility for the different Councils include:
- 2.6 **Colwich Parish Council**
- 2.6.1 Allotments (operated on our behalf by Colwich Allotments Association).
 - 2.6.2 Bus Shelter (e.g., Mill Lane).
 - 2.6.3 Events (e.g., Annual Fete, Twining, Scarecrow Competition, Halloween Competition, Christmas Lights Switch-on and Competition).
 - 2.6.4 Civic Events (e.g., Remembrance Sunday working with the 3 local churches and the Memorial Hall).
 - 2.6.5 JPF (car park, children's play area; MUGA, Skate Park, BMX track and field).
 - 2.6.6 Planning (The Council is a consultee to applications sent to either Stafford BC or Staffordshire CC).
 - 2.6.7 Oldfields Crescent green (The Council maintains the hedge whilst the grass is cut, on our behalf, by Stafford BC).
 - 2.6.8 Platinum Garden of Remembrance, Coley Lane.
 - 2.6.9 St Marys play area under lease from Stafford BC.
 - 2.6.10 River of Flowers (working with Colwich in Bloom and Sustainability in Colwich and the Haywoods).
 - 2.6.11 Small grants to local groups.
 - 2.6.12 Grass cutting of roadside verges (under contract from Staffordshire CC).
 - 2.6.13 Hedge maintenance (Rockhouse Drive and Abbeyfields – under contract from Staffordshire CC).

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- 2.6.14 Clearing footpaths (under contract from Staffordshire CC).
- 2.6.15 Cleaning road signs (under contract from Staffordshire CC).
- 2.6.16 Quarterly Newsletter.
- 2.6.17 Noticeboards.

2.7 Stafford Borough Council

- 2.7.1 Benefits.
- 2.7.2 Building Control and Planning.
- 2.7.3 Council Tax (money collected on behalf of the other Councils and public bodies).
- 2.7.4 Electoral Services (electoral register and run all elections and/or referendum).
- 2.7.5 Environmental Health.
- 2.7.6 Streetscene (grass cutting, litter, fly-tipping and dog mess).
- 2.7.7 Conservation areas.
- 2.7.8 Parks and Open Spaces in Stafford.
- 2.7.9 Leisure services (provided via Freedom Leisure).
- 2.7.10 Stafford Town Centre management.
- 2.7.11 Green, Blue and Brown Bin collections.
- 2.7.12 Car parks.
- 2.7.13 StaffordBC app to report issues.

2.8 Staffordshire County Council

- 2.8.1 Education.
- 2.8.2 Libraries.
- 2.8.3 Mineral and Waste.
- 2.8.4 Flood Management.
- 2.8.5 Social Services (Children & early years, adult support and care).
- 2.8.6 Transport and Highways.
- 2.8.7 Public Transport.
- 2.8.8 Road Safety.
- 2.8.9 Road Lighting.
- 2.8.10 HS2 Liaison.
- 2.8.11 Cannock Chase AONB.
- 2.8.12 Heritage and Archives.
- 2.8.13 Births, deaths, marriages, and civil partnerships.
- 2.8.14 Business.
- 2.8.15 MyStaffs app to report issues.

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3 VISION

3.1 To provide effective, efficient, open and accountable local government for the residents of Colwich.

- 3.1.1** Colwich Parish Council consists of two electoral wards within the Haywood and Hixon Stafford Borough Council ward.
- 3.1.2** HHA – Great Haywood (from Farley Corner to The Ring).
- 3.1.3** HHB – Colwich & Little Haywood (from Park View Farm to Bower Lane, Etchinghill).
- 3.1.4** The Council has 14 members being 7 from Great Haywood ward and 7 from Colwich & Little Haywood ward. The Ordinary Election, for all 14 seats, takes place every 4 years, at the same time as the Stafford Borough Council Ordinary Election. The next Ordinary Elections are scheduled to take place on Thursday 6th May 2027 and Thursday 1st May 2031.
- 3.1.5** All meetings of the Council, and its Committees, are open to the public to attend in person. Additionally, the Full Council meetings are available to be viewed via a MSTeams link included within the agenda. The proposed meeting dates and times, for the year ahead, are available on the Council website.
- 3.1.6** The annual budget of the Council, as of April 2025, is **£294,195**.
- 3.1.7** Financing of the budget comes from multiple sources including:
£242,097.23 Precept made up of £231,686.25 (charge on the Council Tax) and £10,410.98 (Central Government Grant).
£1,600 Coley Lane Allotments rents.
£3,298 Concurrent function (works undertaken by the Council which would be met by the Borough Council tax in Stafford e.g. maintaining public toilets).
£45,300 Reserves.
- 3.1.8** These monies are broken down into numerous committees which oversee specific aspects of the Council's work:
Resources Administration, Parish Maintenance, Parish Office, Jubilee Playing Field Maintenance, Small Grants.
Environment including the Green Infrastructure Plan and support from Colwich Parish in Bloom.
Events Summer fete; Christmas Lights; Remembrance weekend; Twinning; competitions.
Leisure Jubilee Playing Field improvements.
Communications Quarterly Newsletters and the Website.
Youth Council/Young People.
Employment All matters relating to staffing, including Handbook.
Policy Oversight of all Council policies and procedures.
Finance Oversight of Budgets on behalf of Full Council to which all recommendations must be referred for agreement.

3.2 To provide a voice and leadership for the residents of Colwich within Government bodies as well as public, private and voluntary sector organisations.

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- 3.2.1 Colwich Parish Council is the first tier of local government and is thus uniquely situated to provide a forum for listening, understanding, and supporting the needs of its community. It provides advocacy on behalf of residents most notably with Stafford Borough Council and Staffordshire County Council.
- 3.2.2 To provide a safe and pleasant built environment and to preserve and enhance the natural environment.
- 3.2.3 To provide high-quality value for money services.
- 3.2.4 To ensure officers and members feel valued, supported and empowered.

4 AIMS

4.1 Open and Accountable

- 4.1.1 The Council will publish Draft and Final minutes on its website. [PD022 s2.4]
- 4.1.2 The Council will publish all agendas for the Full Council or Committees on its website before the date of the meeting. [PD006 s1.2]
- 4.1.3 The Council will ensure that all meetings of the Full Council and its Committees will be open to the public and press to attend [PD006 s1.4]
- 4.1.4 The Council will set aside a period at the start of all meetings, where members of the public are present, for attendees to speak on any issue on the agenda. [PD006 s1.5]
- 4.1.5 The Council will maintain its ten noticeboards across the parish keeping all information up to date.
- 4.1.6 The Council will look to provide additional noticeboards when new sites become available.

4.2 Voice and Leadership

- 4.2.1 The Council will invite members of Stafford Borough Council and Staffordshire County Council to all ordinary Full Council meetings and provide an item on the agenda for the exchange of information and discussion of relevant issues. The Council will, also, be proactive in approaching both Stafford Borough Council and Staffordshire County Council for updates and information on matters impacting on the parish.
- 4.2.2 The Council will elect members to represent the Council with local Community and Voluntary groups and village halls.
- 4.2.3 The Council will provide small grant support to local community and voluntary groups on a rolling programme throughout the year.

4.3 Natural and Built Environment

- 4.3.1 The Council will ensure that all grass areas, it owns or maintains under contract from County Highways, are cut during the year.
- 4.3.2 The Council will ensure all hedges, it owns or maintains under contract from County Highways, are cut during the year.

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- 4.3.3** The Council will provide annual financial assistance to Colwich Parish in Bloom to support the Green Infrastructure Plan.
- 4.3.4** The Council will meet quarterly with local environment groups including Colwich Allotments Association; Colwich Parish in Bloom; Flower and Vegetable Show and Help Nature Thrive.

4.4 Services

- 4.4.1** The Council will continue to work with Stafford Borough Council to access section 106 monies to improve the facilities at the Jubilee Playing Field and St Marys Play Area and to develop the Coley Lane Platinum Garden of Remembrance.
- 4.4.2** The Council will maintain several public benches across the parish.

4.5 Officers and Members

- 4.5.1** The Council will hold four Employment Committee meetings each year during which it will consider all its Staff Handbook and Health & Safety policies.
- 4.5.2** The Council will provide £2,990 for Officers to attend relevant training courses and/or conferences including SLCC's Practitioners Conference and National Conference as well as Groundsfest and Saltex.
- 4.5.3** The Council will support Officers' involvement with the Society of Local Council Clerks within the Staffordshire branch and nationally.
- 4.5.4** The Council will provide £1,400 for Members to attend relevant courses provided by Staffordshire Parish Councils Association and others.

SIGNED
COUNCILLOR WENDY PLANT PARISH COUNCIL CHAIRMAN

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**POWERS AND DUTIES OF COLWICH PARISH
COUNCIL**

FUNCTION	POWER (<i>can do</i>)	DUTY (<i>must do</i>)	STATUTORY PROVISION
Allotments	To provide	To provide if demand unsatisfied and if reasonable	Small Holdings and Allotments Act 1908 Ss 23, 26 & 42
Baths & Washhouses	To provide including laundrettes		Public health Act 1936 ss 221, 222, 223 & 227
Burial Grounds, Cemeteries & Crematoria	To acquire and maintain Provide To agree to maintain monuments and memorials To contribute towards expenses of cemeteries		Open Spaces Act 1906 ss9&10 Local Government Act 1972 s214 Parish Councils & Burials Authorities (Misc. Provisions) Act 1970 s1 Local Government Act 1972 s214(6)
Bus Shelters	To provide and maintain		Local Government Misc. Provisions Act 1953 s4
Bus Services	To make grants of money (though not of a capital nature) for bus service appearing to benefit of people living in the council's area or community bus service		Local Government Rating Act 1997
Byelaws	Pleasure Grounds Baths and Wash houses Open Spaces & Burial Grounds Mortuaries & Postmortem Rooms Cycle Parks		Public Health Act 1875 s 164 Public Health Act 1936 s 223 Open Spaces Act 1906s 15 Public Health Act 1936 s 198 Road Traffic Regs Act 1984 s 57(7)
Car Sharing Scheme	To establish and maintain, or to assist others, in carsharing scheme for benefit of persons in council's area		Local Government Rating Act 1997
Chairman and Vice Chairman	To elect a vice-chairman, annually, from among the	To elect a chairman, annually, from among the members of the	Local Government Act 1972 s 15(1)(4)

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	members of the Council.	Council who remains in post until their successor becomes entitled to act as chairman, unless they resign or become disqualified. Election of a chairman to be the first business at the annual meeting	Local Government Act 1972 s 15(2) Local Government Act 1972 s 15(6)
Chairman's Allowance	To pay the Chairman reasonable allowance		Local Government Act 1972 s 15(5) and 35(5)
Change of use of land	To use land by a parish council for another purpose other than what it was acquired for.		Local Government Act 1972 s126
Citizen's Advice Bureau	To assist bodies such as CABs in advising individuals and by making or receiving communications or by providing representation to or before any body or person in asserting an individual's rights or obligations		Local Government Act 1972 s142
Clocks	To provide public clocks		Parish Councils Act 1957 s2
Closed Churchyards	To maintain		Local Government Act 1972 s215
Commons and Common Pastures	In relation to enclosure as to regulation and management and as to providing common pasture		Enclosure Act 1845; Local Gov Act 1894 s 8 (4); Smallholdings & Allotments Act 1908 s 34
Conference Facilities	To provide & encourage use of facilities		Local Government Act 1972 s144
Community Centres	To provide and equip buildings for use of clubs having athletic,		Local Gov (Misc. Provisions) Act 1976 s19

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	social or educational objectives		
Crime Prevention	To install and maintain equipment with view to preventing and detecting crime in own area; may make grants of money to police authorities.		Local Government rating Act 1997
Drainage	To deal with ponds and ditches		Public Health Act 1936 s260
Education	To appoint school governors		Education (no 2) Act 1986 s4
Entertainment & the Arts	Provision of entertainment and support of the arts.		Local Government Act 1972 s145
Gifts	To accept		Local Government Act 1972 s139
Highways	<p>To repair and maintain public footpaths and bridleways.</p> <p>To light roads and public places.</p> <p>Provision of litter bins</p> <p>To provide parking places for vehicles, bicycles and motor cycles</p> <p>To enter into agreement as to dedication and widening.</p> <p>To provide roadside seats and shelters and omnibus shelters</p> <p>To complain to district council as to protection of rights of way and roadside waste.</p> <p>Consent of parish council required for ending maintenance of highway at public expense or for stopping</p>		<p>Highways Act 1980 ss 43 50</p> <p>Parish Councils Act 1957 s3</p> <p>Highways Act 1980 s 301</p> <p>Litter Act 1983 ss 56</p> <p>Road Traffic Regulations Act 1984 ss 57, 63</p> <p>Highways Act 1980 ss 30, 72</p> <p>Parish Councils Act 1957 sl</p> <p>Highways Act 1980 s 130</p> <p>Highways Act 1980 ss 47, 116</p>

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	<p>up or diversion of highway.</p> <p>To provide traffic signs and other notices</p> <p>To plant trees etc and to maintain roadside verges.</p> <p>To fund traffic calming measures</p>		<p>Road Traffic Reg Act 1984 s 72</p> <p>Highways Act 1980 s 96</p> <p>Local Government and Rating Act 1997, s 30</p>
Investments	To participate in schemes of collective investment		Trustee Investments Act 1961 s11
Investigation and publicity	To investigate the need for public passenger transport; the use and need for roads; the management and control of traffic		Local Government and Rating Act 1997
Land	<p>To acquire land by agreement, to appropriate, to dispose of</p> <p>To accept gifts of land.</p>		<p>Local Government Act 1972 ss 124, 126, 127</p> <p>Local Government Act 1972 s 139</p>
Litter	Provision of receptacles		Litter Act 1983 ss5,6
Lotteries	To promote		Lotteries and Amusements Act 1976 s7
Mortuaries and Post Mortem rooms	To provide		Public Health Act 1936 s198
Newsletters	Provision of information relating to matters affecting local government. District Auditor now agrees that to develop the spirit of Best Value this power may be used for parish newsletters		Local Government Act 1972 s 142
Nuisances	To deal with offensive ditches		Public Health Act 1936 s260
Open Spaces	To acquire land and maintain		<p>Public Health Act 1987 s164</p> <p>Open Spaces Act 1906 ss 9&10</p>

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Parish Property & Documents	To direct as to their custody		Local Government Act 1972 s226
Public Buildings & Village Halls	To provide buildings for offices and for public meetings and assemblies		Local Government Act 1972 s133
Public conveniences	To provide		Public Health Act 1936 s87
Public inspection of documents	Public have the right to inspect certain documents		Local Government Act 1972 s228
Recreation	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them. Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools		Public Health Act 1875 s 164; Local Government Act 1972 Sch14 para 27; Public Health Acts Amendment Act 1890 s 44; Open Spaces Act 1906 s 9 & 10 Local Govt (Miscellaneous Provisions) Act 1976 s 19 Public Health Act 1961 s 54
Staff	To appoint staff under reasonable terms and conditions	Appoint a Responsible Financial Officer (usually the Clerk)	Local Government Act 1972 s112 Local Government Act 1972 s151
Subscriptions to Staffordshire Parish Councils Association; National Association of Local Councils; Society of Local Council Clerks or any other associations	To subscribe to local government associations of officers or members.		Local Government Act 1972 s143
Subsidiary Powers	To do anything which is coincidental to the discharge of the council's functions		Local Government Act 1972 s111

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Taxi fare concessions	To make arrangements with licensed taxi or hire car operator whereby he/she is reimbursed for giving fare concessions to persons resident in council area eligible to receive travel concessions under scheme established by County or District under Transport Act 1985		Local Government Rating Act 1997
Town/Country Planning	Right to be notified of planning applications within the parish		Town and County Planning Act 1990 Sched 1 para 8
Tourism	To encourage tourism. To contribute to organisations encouraging tourism		Local Government Act 1972 s144
Traffic calming works, speed cameras, CCTV cameras etc	To contribute to expenditure by highway authority (principally County Council) in constructing, removing or maintaining traffic calming works, if it will be of benefit to the area		Local Government Rating Act 1997
Village Signs	To make and erect ornamental village signs under the power to encourage visitors to the locality		Local Government Act 1972 s144
War memorials	To maintain, repair, protect and adapt war memorials		War memorials (Local Authorities' Powers) Act 1923 s 1 as extended by Local Government Act 1948 s 133
Water supply	To utilise well, spring or stream and provide facilities for obtaining water there from		Public health Act 1936 s125